



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Fire and Aviation
3833 S Development Ave
Boise, Idaho 83705-5354
<http://www.nifc.gov>



MAY 11 2016

Operations Memorandum No. 724, Change 2
Expires: Permanent

To: All NIFC Tenants

From: Howard Hedrick
Deputy Assistant Director, Fire and Aviation

Subject: Great Basin Area Incident Support Cache Services and Procedures

This memorandum is an update of Change 2 to Operations Memorandum No. 724 dated 8/25/2014. This updated is being issued to clarify ordering procedures.

The following information is being provided to acquaint new personnel at the National Interagency Fire Center (NIFC) with some of the services available from the Great Basin Area Incident Support Cache (GBK), and to serve as a timely reminder to all NIFC personnel of GBK procedures.

Some of the major services provided by GBK include order processing for and distribution of National Fire Equipment System (NFES) supplies and National Wildfire Coordinating Group (NWCG) publications, as well as on-base shipping to include Federal Express (FedEx) and receiving.

Key information that will expedite customer service and GBK operations:

FEDERAL EXPRESS SHIPPING:

On-Base Use:

For routine Bureau of Land Management (BLM) shipments, packages must be brought to GBK, with complete recipient and accounting information, by **2 p.m.** to ensure next day delivery. This allows time for processing and forwarding to the FedEx depot.

For routine other federal agency shipments, packages must be brought to GBK, **with FedEx account number** and recipient information, by **2 p.m.** to ensure next day delivery. This allows time for processing and forwarding to the FedEx depot.

For emergency shipments outside the 2 p.m. cut-off, contact GBKs Supply Office at 387-5104 to discuss needs, options and procedures.

Off-Site Use (available to BLM only): Most small parcel shipping from field locations back to NIFC will be handled through FedEx, which holds the current U.S. General Services

Administration (GSA) small package overnight contract. It will be each employee's responsibility to secure the government rate for shipping. The first option for procurement of this service will be to use the employee's government credit card; however, this method is not always accepted and not all employees have credit card procurement authority. In those cases, employees should contact GBKs Supply Office to discuss other procurement options. In order for the billing to be processed without delay a copy of the FedEx Airbill or an email identifying the specifics of the shipment and account code to pay the charges must be forwarded to GBKs Finance Office (Fax Attn: Deanne Huff at 387-5573 or dhuff@blm.gov).

Following these procedures will greatly simplify billing and allow each unit to more effectively track their expenditures. Please note that this account is for shipping service only and not to be used to purchase boxes or packing materials.

ORDERING:

The NIFC BLM employees can order NWCG publications using a BLM account code and NFES supplies using a BLM account code or emergency incident support order with Supply (S) number(s). Other NIFC federal agency employees can order NWCG publications using a credit card or BLM reimbursable account code and NFES supplies using a BLM reimbursable account code or emergency incident support order with S number(s). **With few exceptions, GBK will only issue NFES supplies via emergency incident support order with S number(s).**

The NFES Catalog Part 1: Fire Supplies and Equipment and Part 2: Publications, along with ordering criteria, credit card form and order form can be found at <http://www.nwcg.gov/catalogs-ordering-quicklinks>. Items out of stock must be reordered when available. Orders may be routed, hand-carried or faxed (387-5573) to GBKs Supply Office. **Phone orders will not be accepted.**

ORDER PICK-UP:

As orders are filled, GBK shipping personnel will notify customers that their order is ready to be picked up. Upon notification, the customer has 10 working days in which to pick up orders. If orders remain unclaimed after the 10 days, items will be returned to the inventory, and the customer will need to re-order.

ORDER RETURNS:

In most cases, NFES supplies can be returned to GBKs Returns Warehouse where credit will be given for items in reusable condition. Unused NWCG publications can be returned within 30 days of receipt to GBKs Receiving Office for credit. All returned items should be accompanied with the order issue number found on the order issue report/packing list.

PACKAGE DELIVERY:

To check on the status of expected deliveries or to arrange for personal pick-up of packages, please call the GBKs Receiving Office at 387-5121.

QUESTIONS:

Please direct questions or comments regarding this information to GBKs Supply Office at 387-5104.